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OFFICE OF PERSONNEL EVALUATION REPORT

I. BACKGROUND:

25X1A6a The position of Chief, [REDACTED] Division, [REDACTED] 25X1A6a
[REDACTED] was allocated as [REDACTED] -11 in November, 1953. A
survey conducted in December, 1954 reaffirmed this allocation. The Office
of Communications requested review of the position with a view to up-grad-
ing it on 10 August 1956. The Position Evaluation Division, Office of
Personnel conducted a desk audit at the [REDACTED] on 22 25X1A6a
August 1956.

II. SUMMARY OF POSITION:

25X1A Under the general supervision of the Commanding Officer, the incumbent
is responsible for the [REDACTED] and housekeeping functions at [REDACTED] 25X1A6a
These functions are performed through supervision of 38 employees. In
addition, he is responsible for the planning of the possible mess and bil-
[REDACTED] of large numbers of persons at [REDACTED] under the Agency emergency plans 25X1A6a
program.

25X1A The [REDACTED] function includes maintenance of an adequate stock of sup-
plies, storage of perishable items, butchering of meats, and the planning,
preparation and serving of meals for approximately 150 persons. The [REDACTED]
25X1A and housekeeping functions include assigning space to students and
visitors, keeping records of [REDACTED] daily cleaning of sleeping rooms,
25X1A baths, classrooms, corridors and office rooms in 20 buildings, operations
of a [REDACTED] Laundry and maintaining supplies needed for housekeeping.

III. COMPARISONS:

25X1A6a A. Within [REDACTED]

25X1A The Chief, Engineering Division is allocated as Maintenance
Engineer, GS-0805.01-12. As [REDACTED] Engineer, his responsibilities include
maintenance and repair of all buildings, utilities, and equipment; design,
specification writing and cost estimates for new construction or altera-
tions; recommendations on power and water requirements, sewage disposal,
housing, warehousing, and transportation; direction of fire-fighting and
fire prevention activities; and maintenance, repair and dispatch of all
motor vehicles.

It should be noted that this position requires a professional
graduate engineer.

B. Other Steward Positions in the Agency

25X1A There are no steward positions in the Agency allocated higher
than GS-11. There are two other positions allocated at GS-11 in FE

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Division and the Office of Training.

The position in FE Division is at [REDACTED] and the responsibilities include maintenance of an adequate stock of supplies; storage of perishable items; the planning, preparation and serving of meals for approximately 150 persons; assigning of space to station personnel; keeping records of [REDACTED] and planning and directing a station club including a bar.

The position in the Office of Training is at [REDACTED] and the responsibilities include maintenance of an adequate stock of supplies; storage of perishable items; and the planning, preparation and serving of meals for approximately 500 persons. The position includes responsibility for supervising 38 employees.

IV. CONCLUSIONS:

The level of duties and responsibilities of the [REDACTED] Engineer, GS-12, appears to be considerably stronger than the steward position. The responsibility for the design of new installations, the maintenance of all buildings, equipment, and utilities, and the direction of the fire department, plus the fact that a graduate experienced engineer is required are the factors considered.

The steward position at [REDACTED] is the same as the one at [REDACTED] in most respects. The [REDACTED] position does have responsibility for emergency planning, for housekeeping and a laundry. The [REDACTED] position has responsibility for a station club and bar. The difference in level of duties and responsibilities, if any, does not warrant a grade distinction.

The steward position at [REDACTED] does not include [REDACTED] and housekeeping, but the [REDACTED] responsibility is for over three times as many persons as at [REDACTED]. Both positions include responsibility for supervising 38 employees. Again, the difference in the level of duties and responsibilities, if any, do not warrant a grade distinction.

V. RECOMMENDATION:

The [REDACTED] steward position is not as strong as the [REDACTED] Engineer position, GS-12; nor is it any stronger than the two steward positions, GS-11, in FE Division and the Office of Training. It is recommended that the position be maintained at the present allocation.

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